DOCUMENT RESUME

ED 299 971 IR 013 486

AUTHOR Schlenker, Richard M.
TITLE Developing Simple Financial Records Using the AppleWorks Spreadsheet Subprogram, Apple IIe or GS Computers, and a Duodisk Drive.
PUB DATE Jun 88
NOTE 39p.; For other guides in this series, see IR 013 483-488.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Computer Software; Database Management Systems; Disk Drives; Floppy Disks; Guidelines; Keyboarding (Data Entry); *Microcomputers
IDENTIFIERS *AppleWorks; Financial Records; *Spreadsheets

ABSTRACT

This manual is a "how to" training device for developing simple financial records using the AppleWorks spreadsheet subprogram with an Apple IIe or Apple IIGS Computer which has a Duodisk or two disk drives. The manual provides step-by-step directions, and includes 34 figures depicting the computer screen at the various stages of the spreadsheet development sequence. (EW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

IR

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

★ This document has been reproduced as received from the person or organization originating it.

□ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED299971

DEVELOPING SIMPLE FINANCIAL RECORDS USING THE APPLEWORKS SPREADSHEET SUBPROGRAM APPLE IIe OR GS COMPUTERS AND A DUODISK DRIVE

By

LCDR Richard M. Schlenker USCGR
DoDDS-Pacific/Education Division
Futenma Box 796
FPO Seattle, WA 98772-0005

June 1988

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Richard M.Schlenker

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR013486

BEST COPY AVAILABLE

INTRODUCTION

"Developing Simple Financial Records.....Drive" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk of two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Identify the location of drives 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangements.

3. Bootup the AppleWorks program.

4. Format blank data disks (blank, unused disks must be formatted before information can be store on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After using this document, users should be able to set up Spreadsheet files like the one described herein. Once a spreadsheet file, like the one described here, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS **DIRECTIONS**

01. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

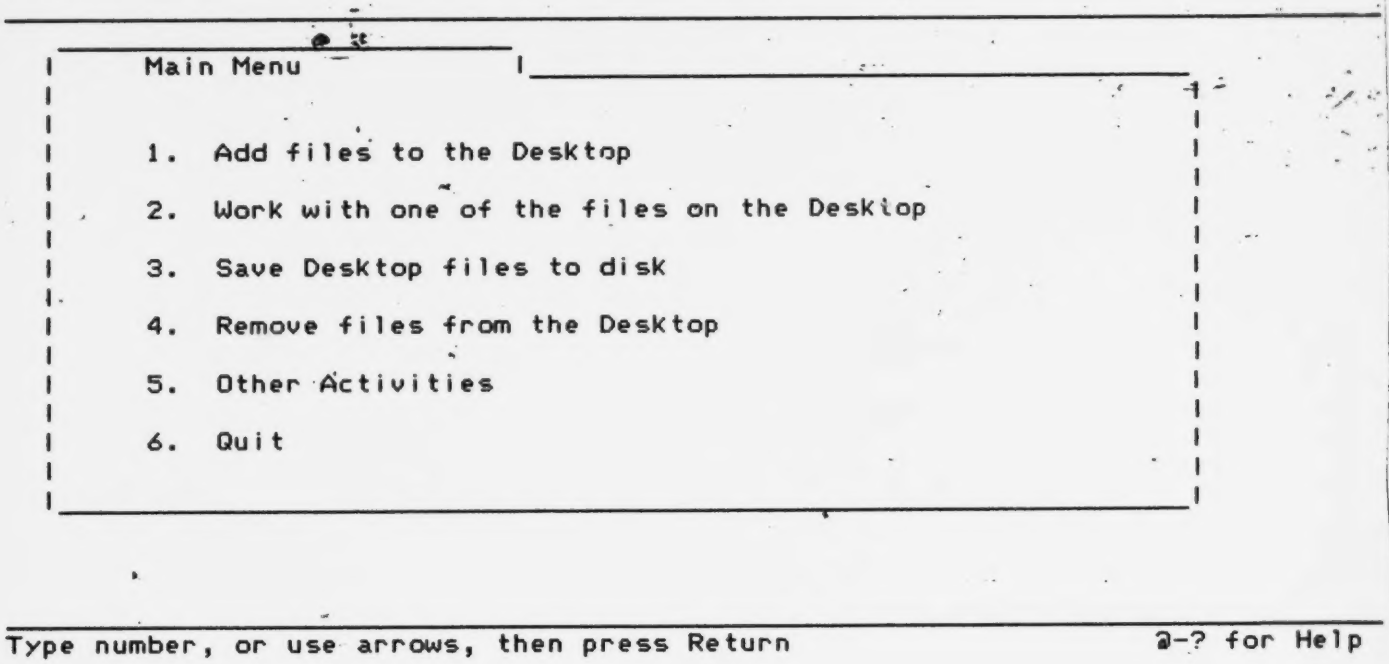
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Option #1, "Add Files to the Desktop" is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

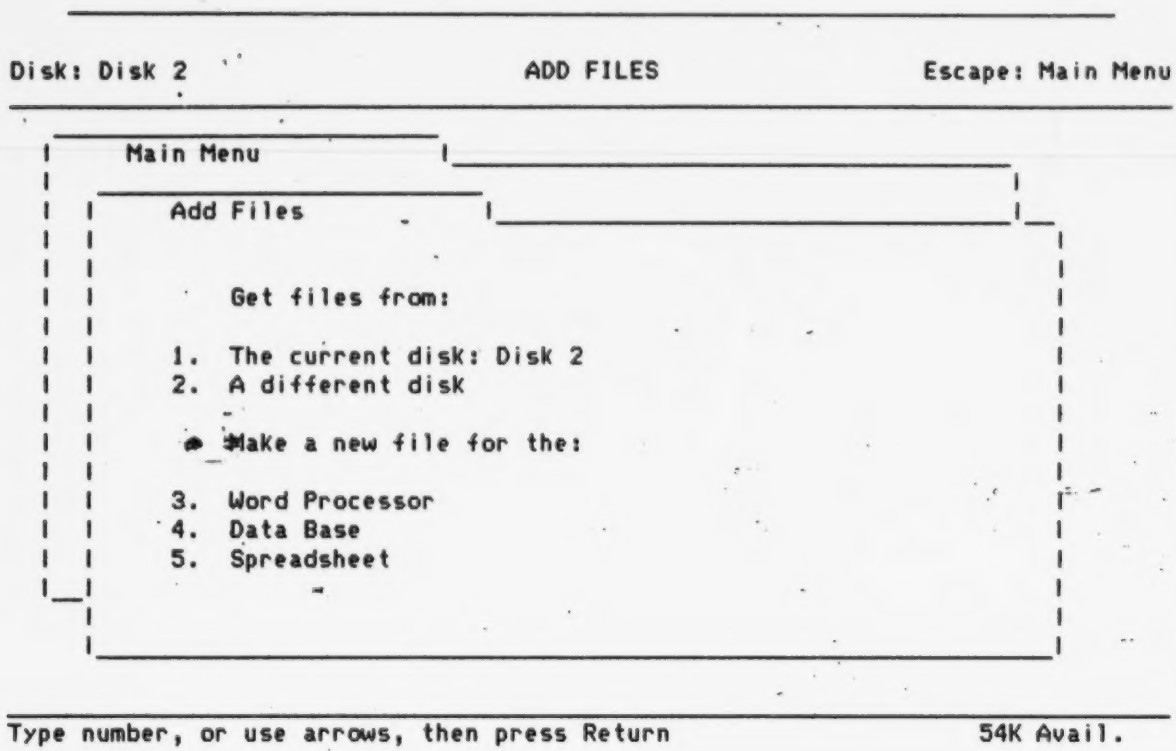

Figure 2. The Screen After Selecting, the "Add File to the Desktop" Option.

03. Press the numeral "5" key and then press the RETURN key once. This action should bring you to the "Spreadsheet" menu and the screen will appear as does the picture in Figure 3.

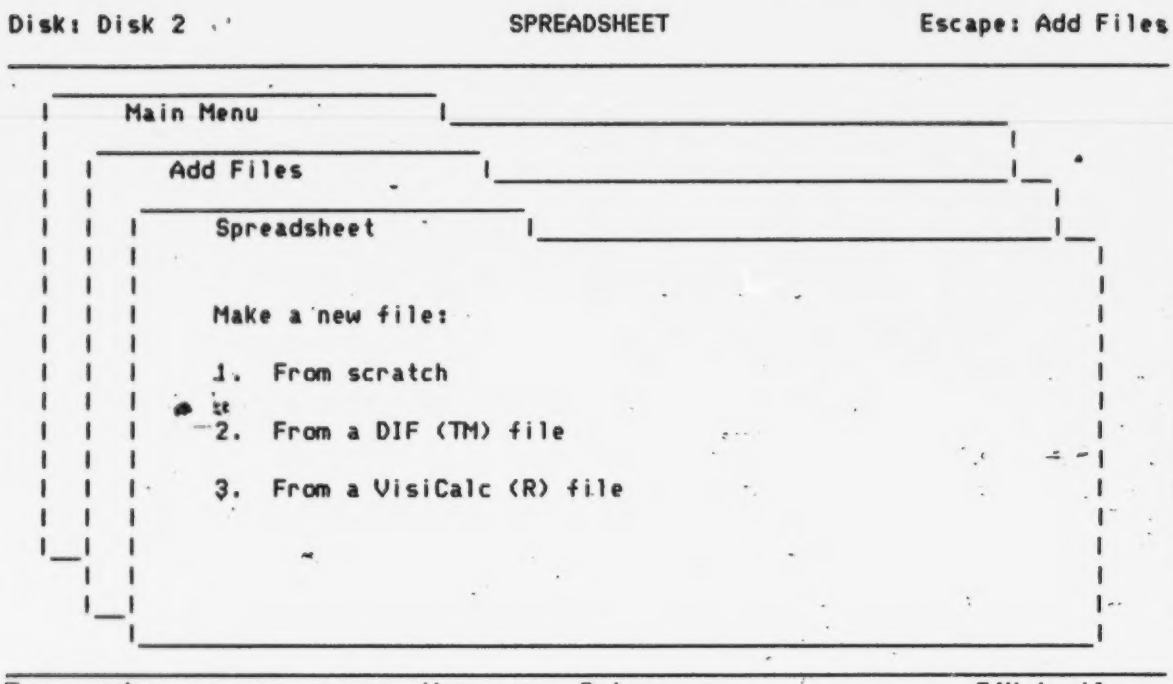

Figure 3. The "Spreadsheet" Menu.

04. If you have successfully reached this point, jump to step 08.

05. If the screen looks like the picture shown in Figure 4 (note the #1 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu" by pressing DOWN ARROW once followed by RETURN once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.

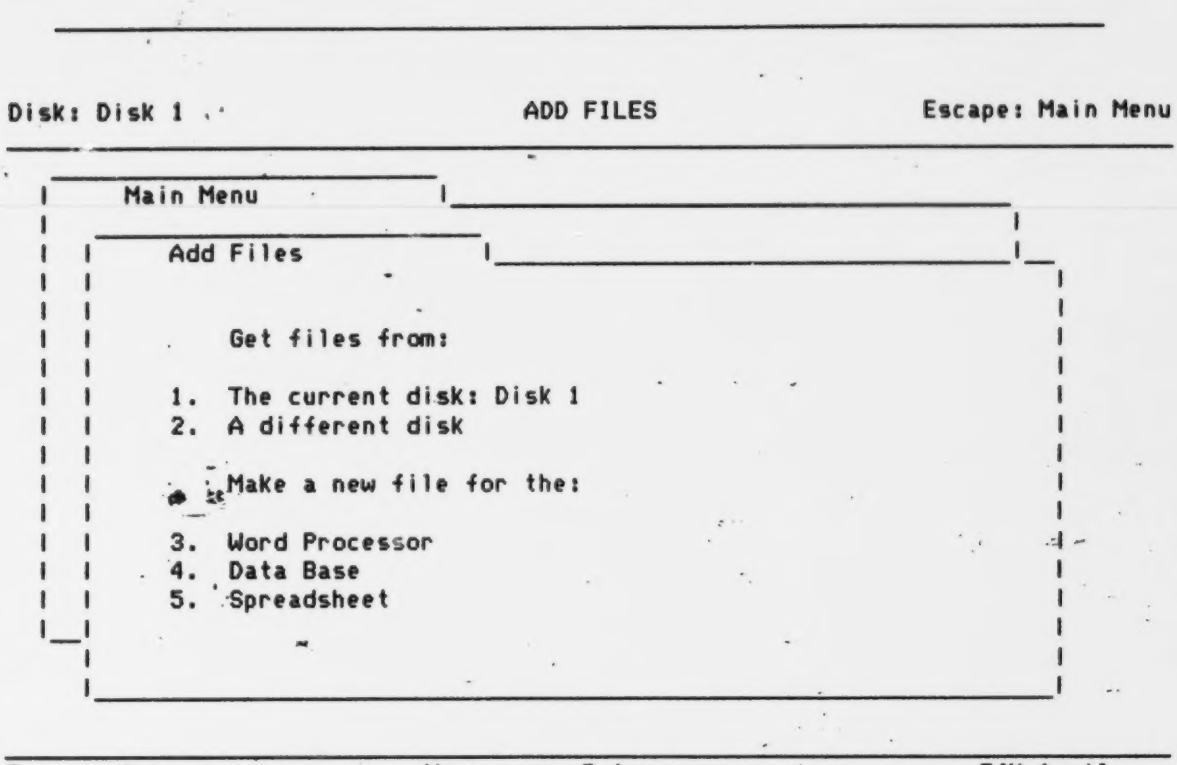

Figure 4. Computer Screen With "Disk: Disk 1" Selected.

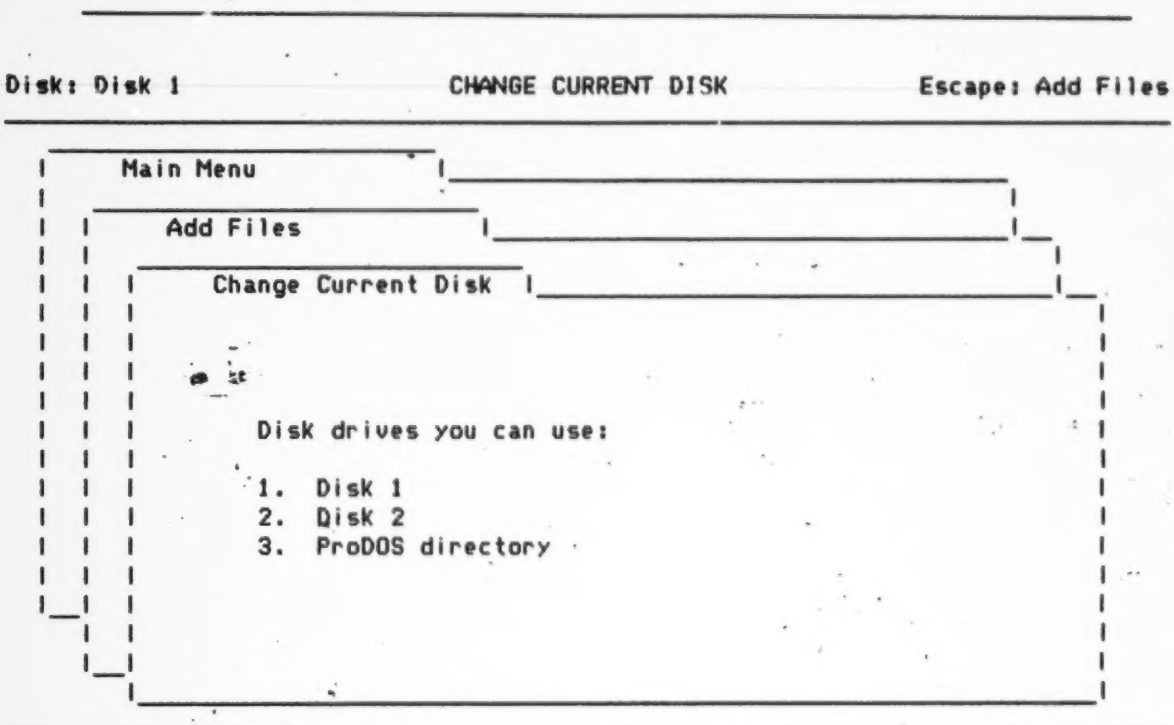

Figure 5. The Screen After Choosing, "A different disk" Option.

06. Select option #2, "Disk 2" by pressing DOWN ARROW once followed by RETURN once. The screen should have changed following this action so that it appears as it did in Figure 2.

07. Now, complete step 03 and then jump to step 08.

08. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted) by pressing RETURN once. The picture you see on the screen will change so that it looks like the one you now see in Figure 6 below.

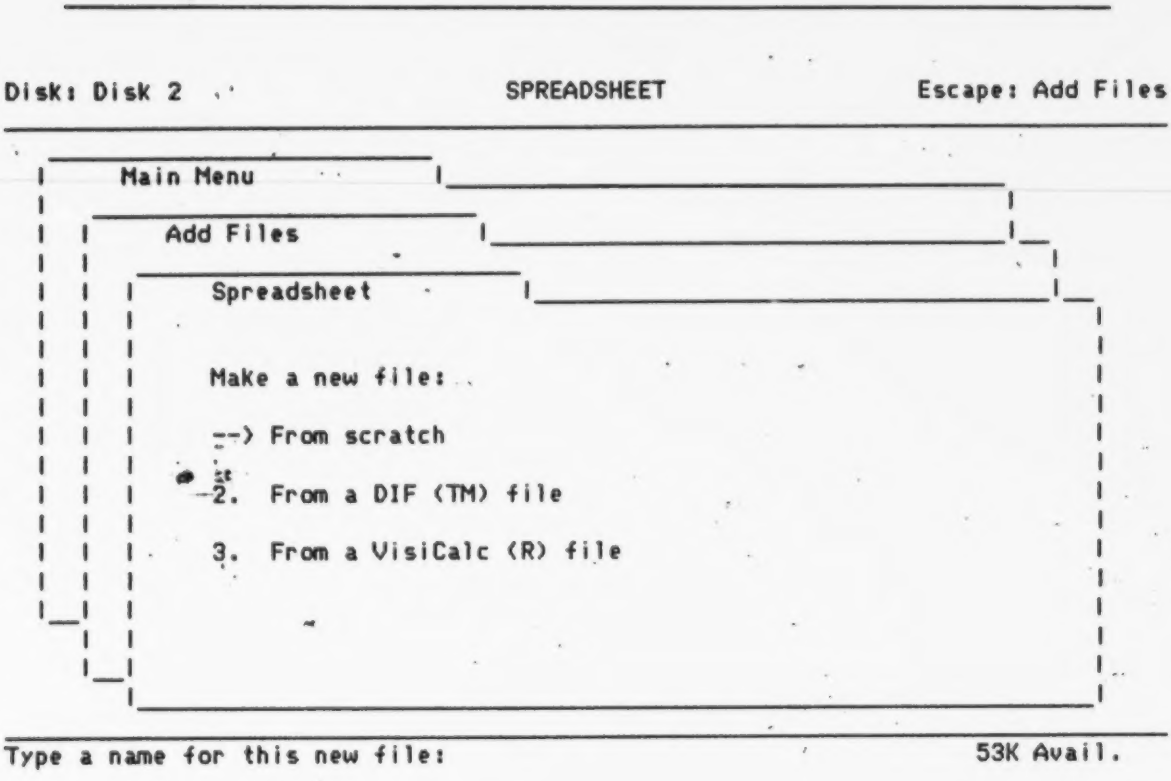

Figure 6. The Screen Showing The "From Scratch" Option Of The "Spreadsheet" Menu Selected.

09. Directions at the bottom of the screen tell you to name the the new file so type the word BUDGET and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 7.

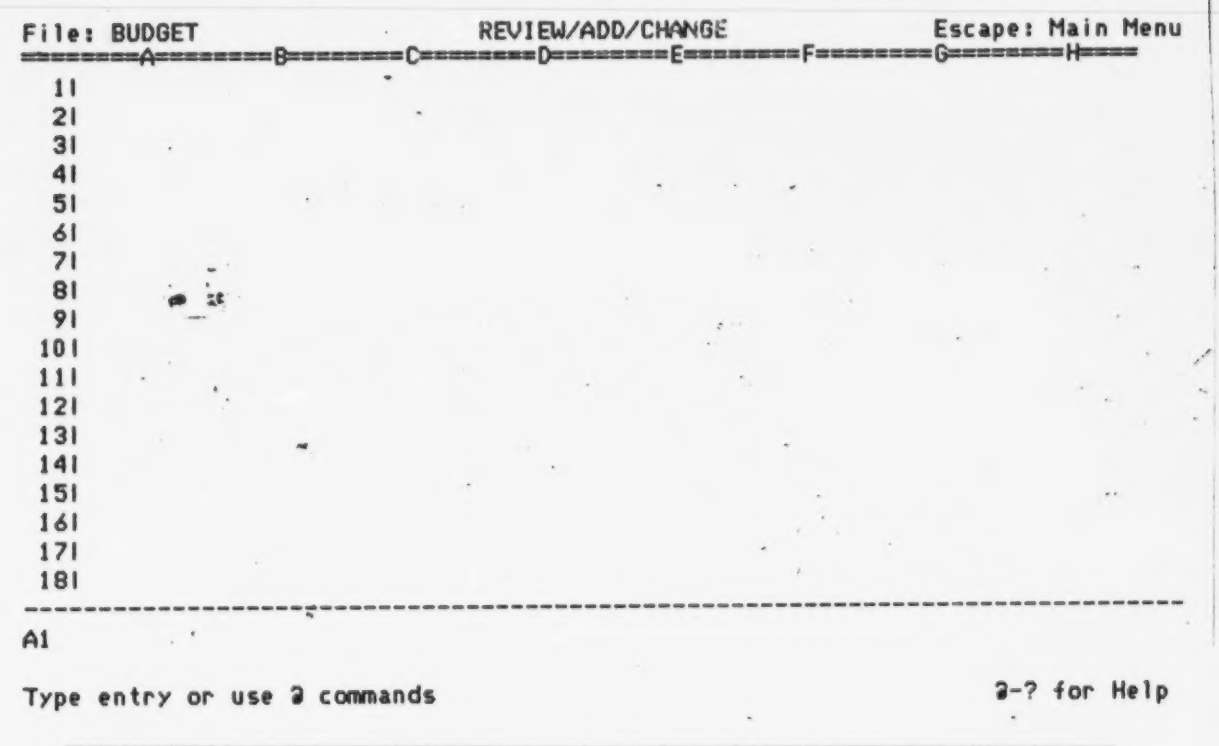

Figure 7. Blank Spreadsheet File Titled "BUDGET."

10. Press the OPEN-APPLE key and the "V" key. The key should look like the picture shown in Figure 8.

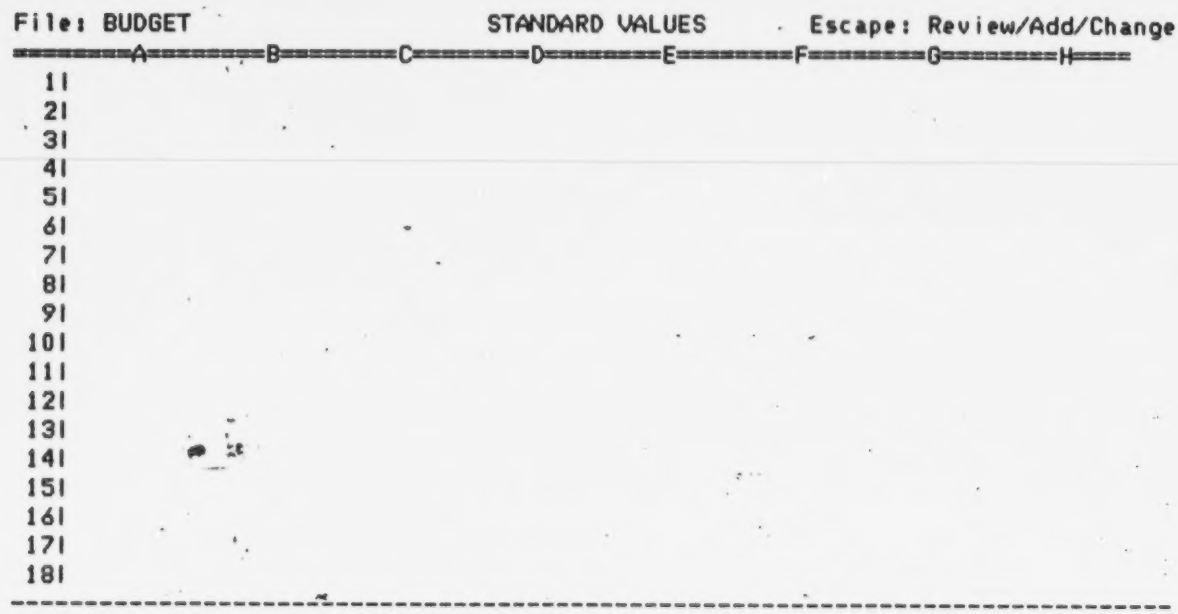

Figure 8. The Computer Screen After Pressing The Open-Apple And The "V" Keys.

11. Press the RIGHT-APPOW key twice to highlight "Column Width" shown at the bottom of the screen.

12. Press the RETURN key once. The screen should look like Figure 9. Using this option will allow you to set the width of your spreadsheet to as much as 75 spaces. If you do not set the width to that which you want or desire, the program will operate using a standard, preset value of 9 spaces.

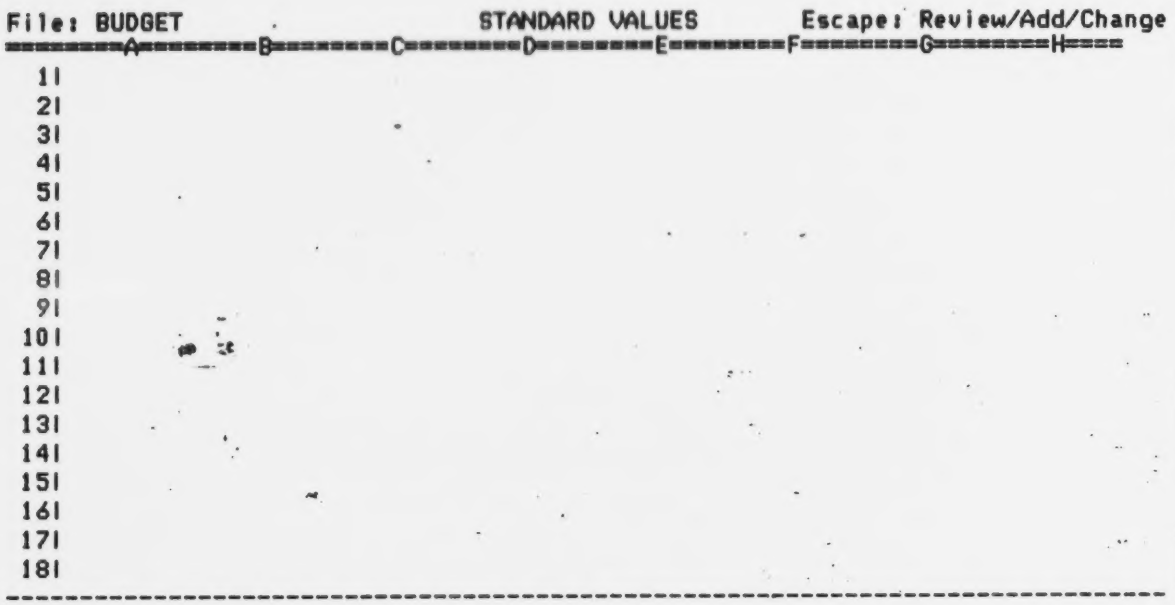

Figure 9. The Computer Screen After Selecting The "Column Width" Option.

13. Press the OPEN-APPLE key and while holding it down, press the LEFT-ARROW key several times. At the same time watch the capital letters at the top of the screen.

14. Continue the LEFT-ARROW key process started in step 13 until the spaces between the letters disappear. The screen should look like the picture in Figure 10.

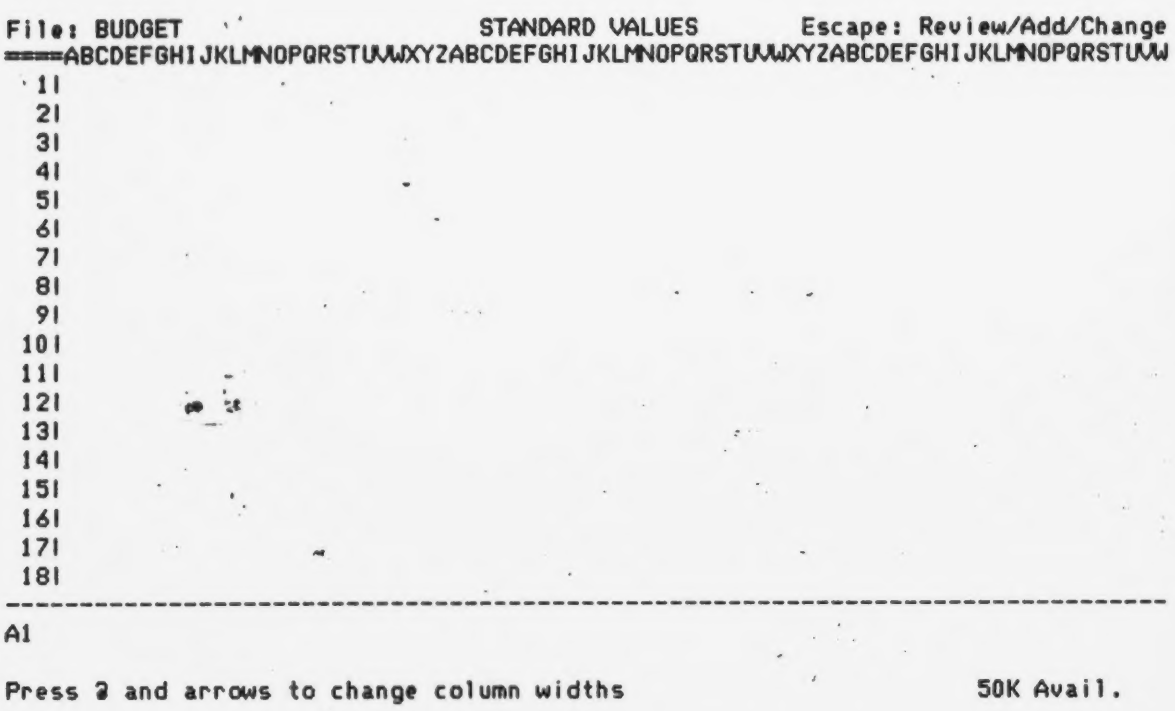

Figure 10. The Computer Screen With Showing Column Widths One Space Wide.

15. Hold down the OPEN-ARROW key and press the RIGHT-ARROW key 21 times. This action will program the computer to form columns (columns run from top to bottom) 22 spaces wide.

16. Press the RETURN key once. The screen now looks like the picture shown in Figure 11.

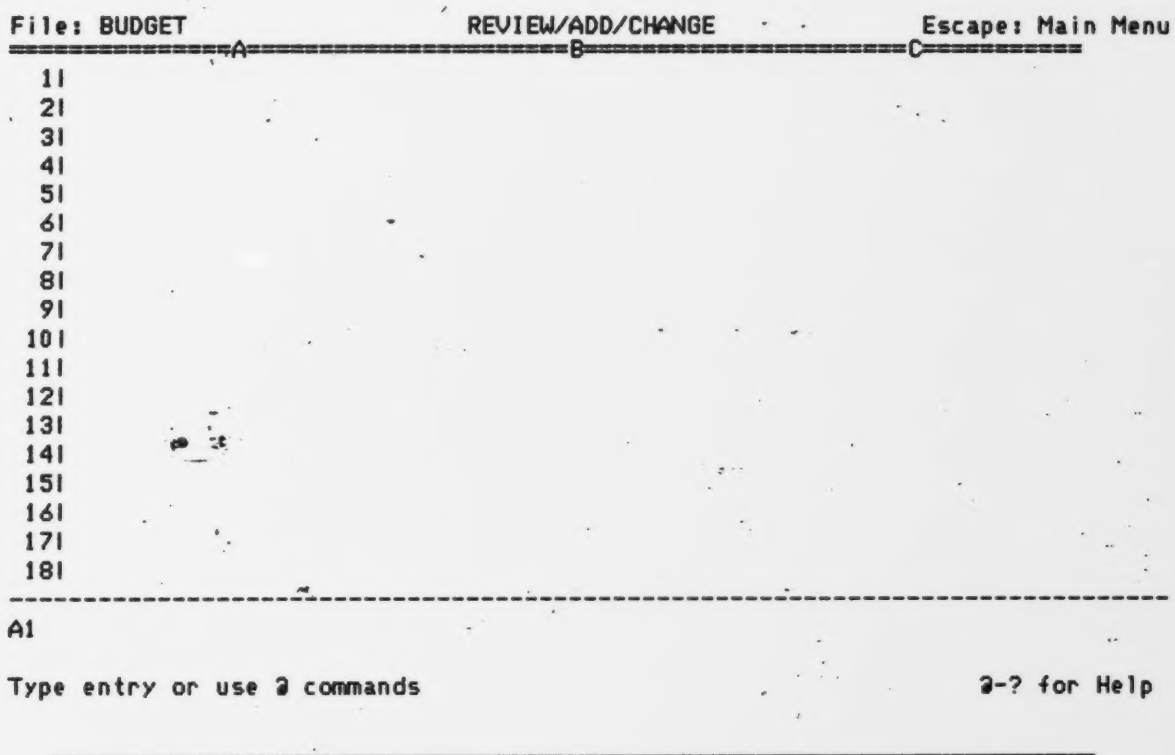

Figure 11. Spreadsheet File With 22 Space Column Widths.

17. Press the OPEN-APPLE and the "L" at the same time. The screen change so that it appears like the screen shown in Figure 12.

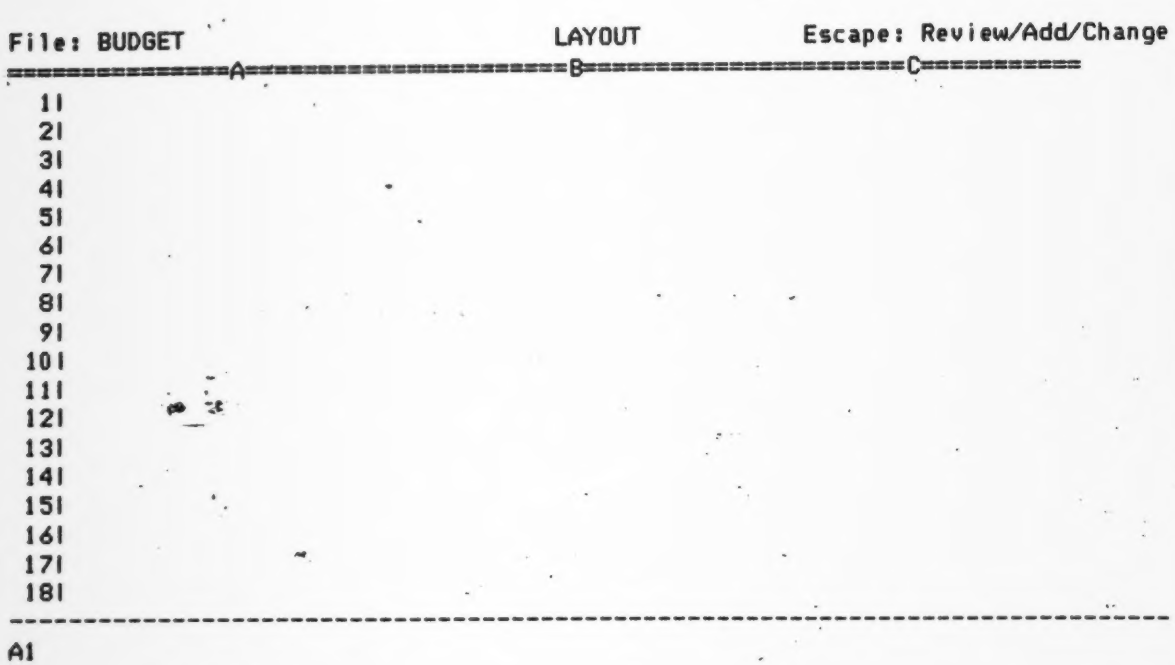

Figure 12. The Computer Screen After selecting The Layout Option.

19. Press the RIGHT-ARROW key three times to highlight the "Block" option. Before continuing be sure that your moving block cursor (the light you can move around the screen using ARROW keys) is located at the top of the "C" column or in block "C1."

20. Press the RETURN key once. Your results are shown in Figure 13.

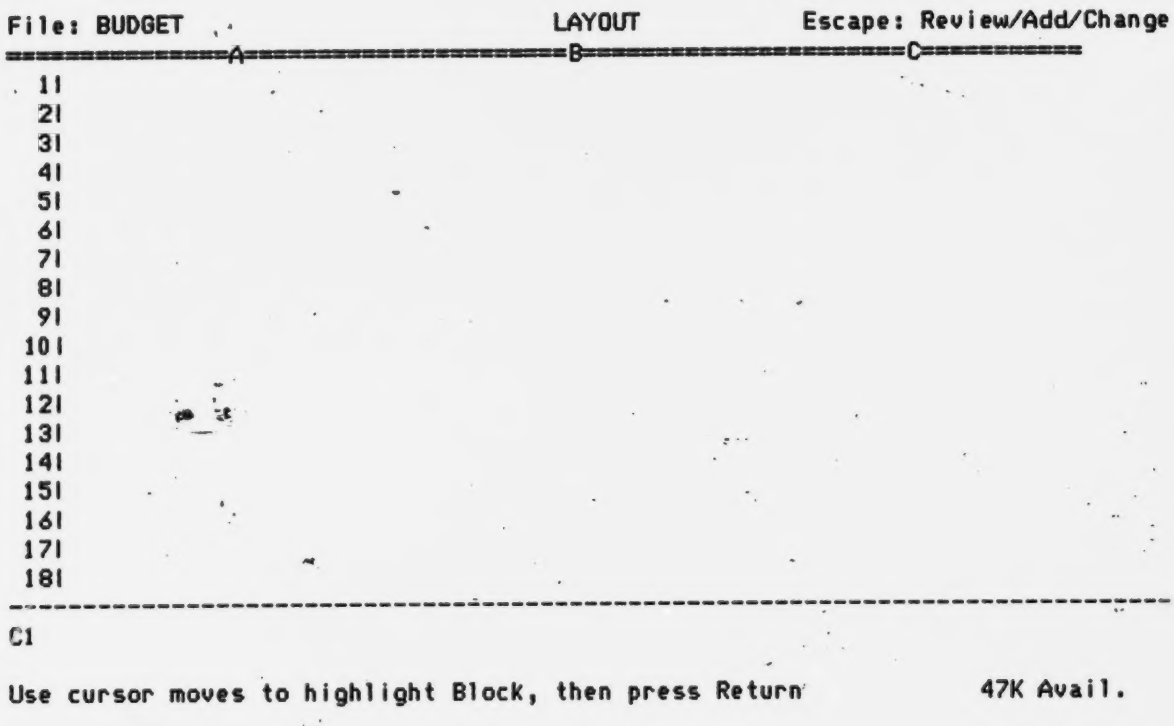

Figure 13. The Computer Screen After Selecting The "Block" Option.

21. Follow the directions at the bottom of the screen using DOWN-ARROW until 18 rows have been highlighted.

22. Press RIGHT-ARROW until the columns over to and including column "H" have been highlighted.

23. Press the RETURN key once and then look at Figure 14. This is the way your computer monitor screen should appear.

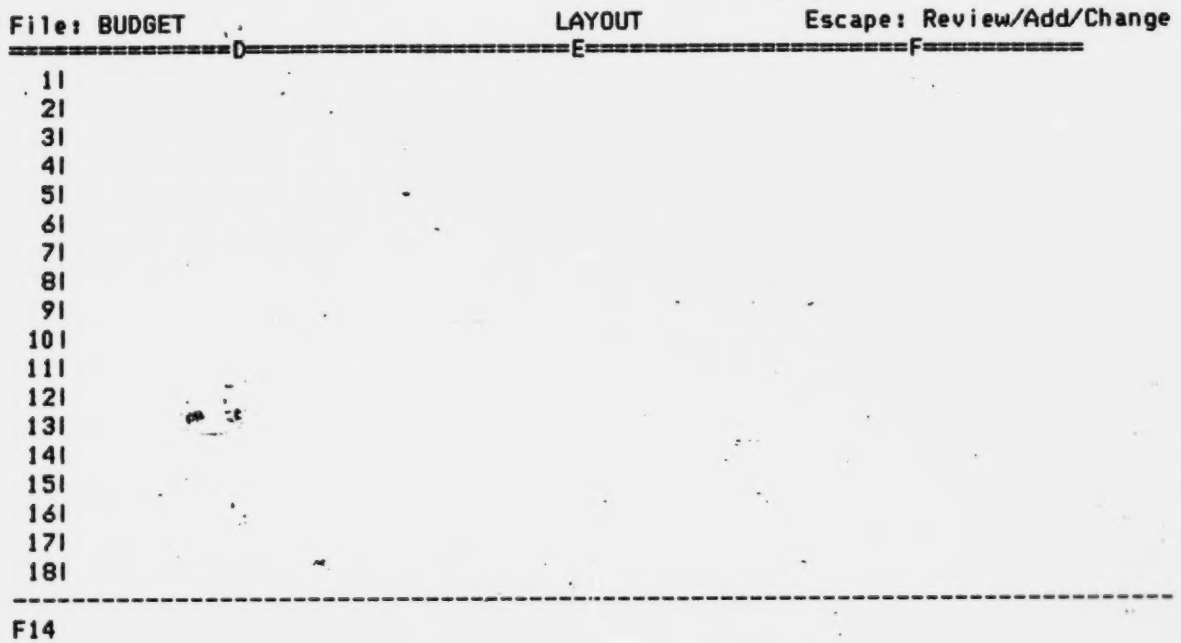

Figure 14. The Computer Screen Following The Block Highlighting Operation.

24. Press the RIGHT-ARROW key once to highlight the "Value Format" option.

25. Press the RETURN key once and then look at the screen.

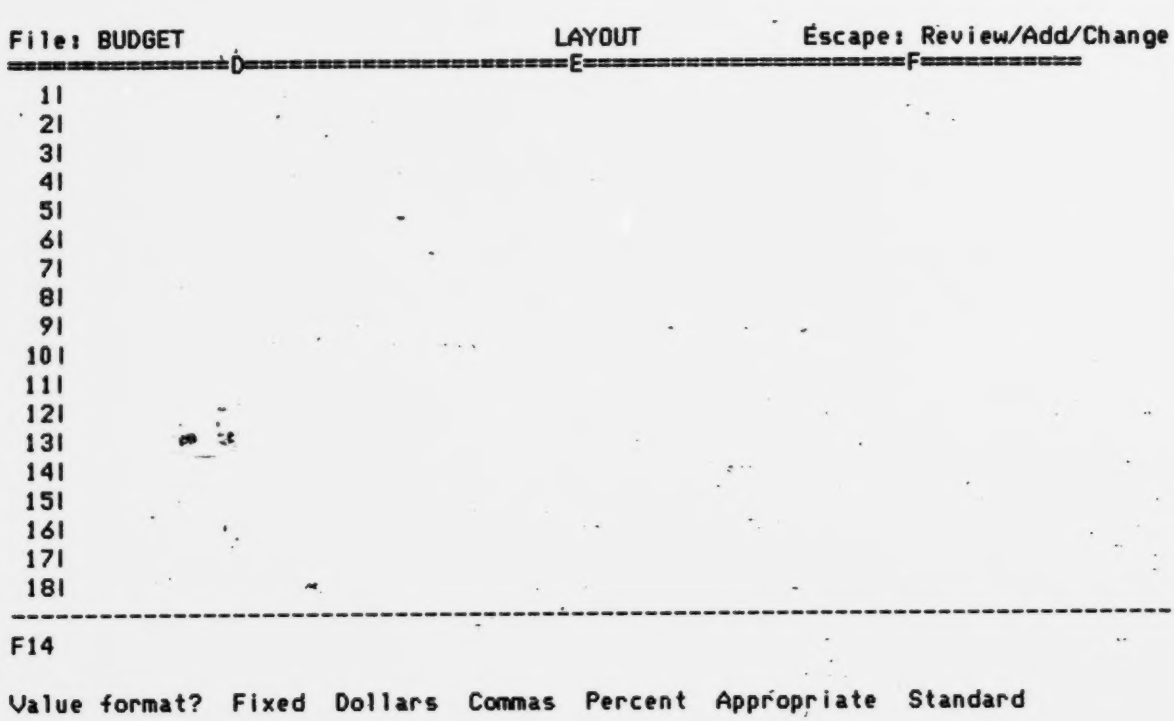

Figure 15. The Computer Screen With "Value Format" Chosen.

26. Press the RIGHT-ARROW key and highlight the "Dollars" option.

27. Press the RETURN key once. The monitor screen should now look like the picture in Figure 16.

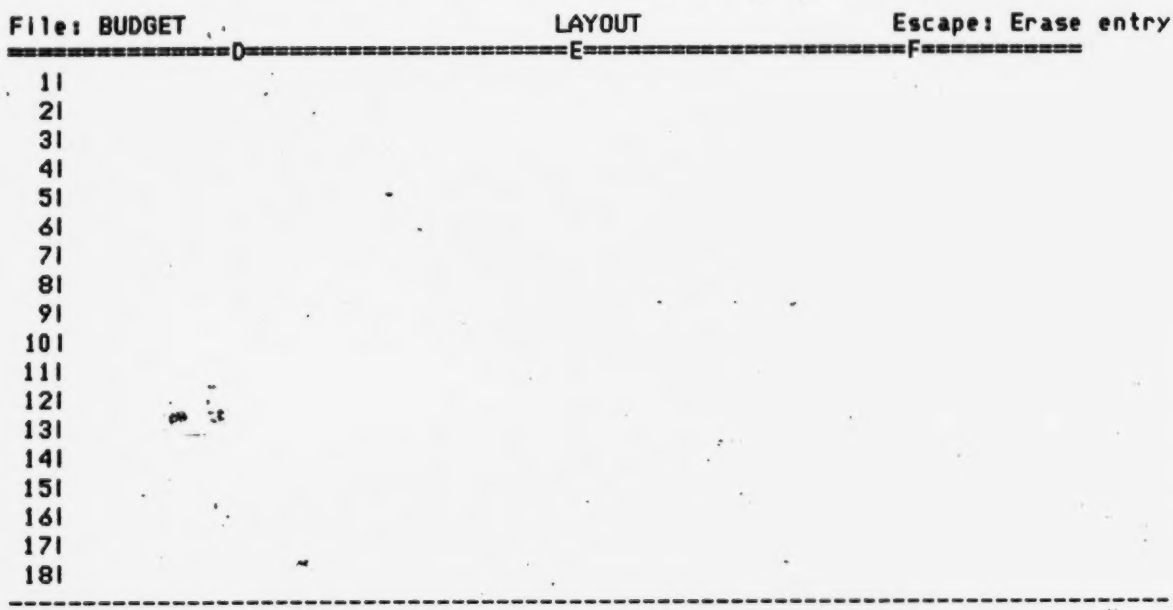

Figure 16. The Monitor Screen After Selecting The "Dollars" Option.

28. Press the "2" key once to indicate two decimal places. The computer will assign two decimal places to each numerical entry made as you enter data in your file even though the number you enter may not have any decimal places.

30. Press the RETURN key once. Note in Figure 17 that the computer has given the "Value" a special code "Layout-D2" (see the lower left corner).

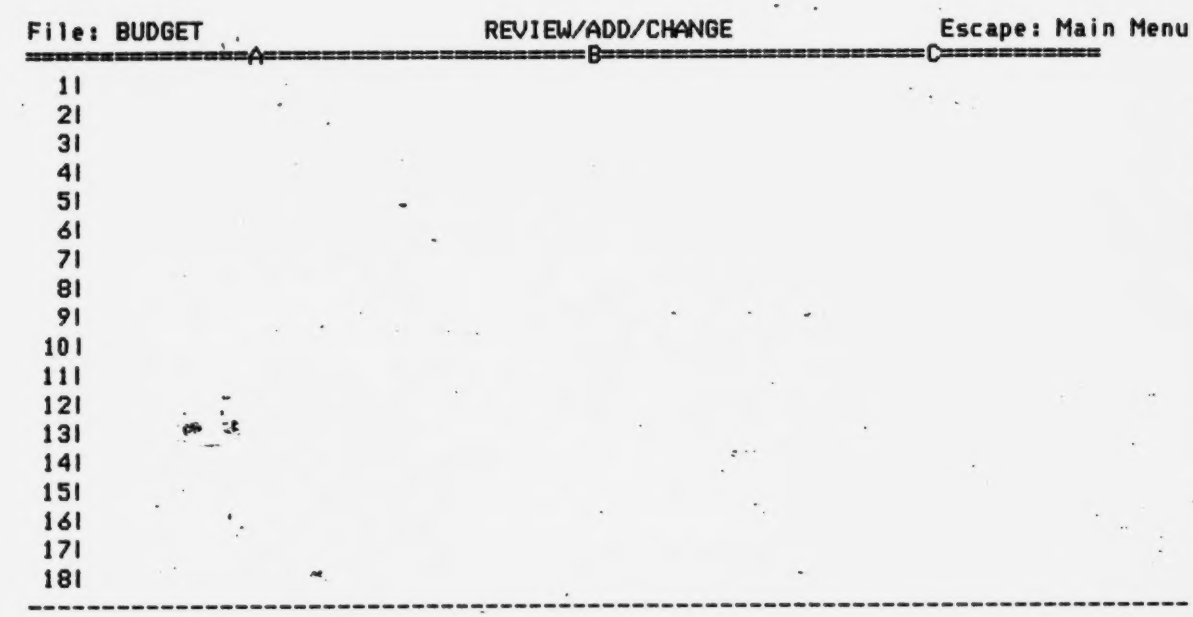

Figure 17. Value Code Following The Selection Of 2 Decimal Places.

31. Move the cursor to cell (the intersection of a column and a row) "A1" using ARROW keys.

32. Press the CAPS LOCK key to the down position.

33. Type "CATEGORIES" in cell "A1" and press the RETURN key once.

34. Press the RIGHT-ARROW key once and move the cursor to cell, "B1."

35. Type "OF" in cell "B1" and press the RETURN key once.

36. Press the RIGHT-ARROW key once and move the curcor to cell, "C1."

37. Type "EXPENDITURES" in cell "C1" and press the RETURN key once.

38. Release the CAPS-LOCK key.

39. Move the cursor to cell, "A3" using DOWN-ARROW and LEFT-ARROW keys.

40. Type "Date Of Expenditures" in cell "A3" and press the RETURN key once.

41. Press the RIGHT-ARROW key once and move the cursor to cell, "B3."

42. Type "Reason-Expenditures" in cell "B3" and press the RETURN key once.

43. Press the RIGHT-ARROW key once and move the cursor to cell, "C3."

44. Type "Air Fare" in cell "C3" and press the RETURN key once. The screen should appear like the picture shown in Figure 18.

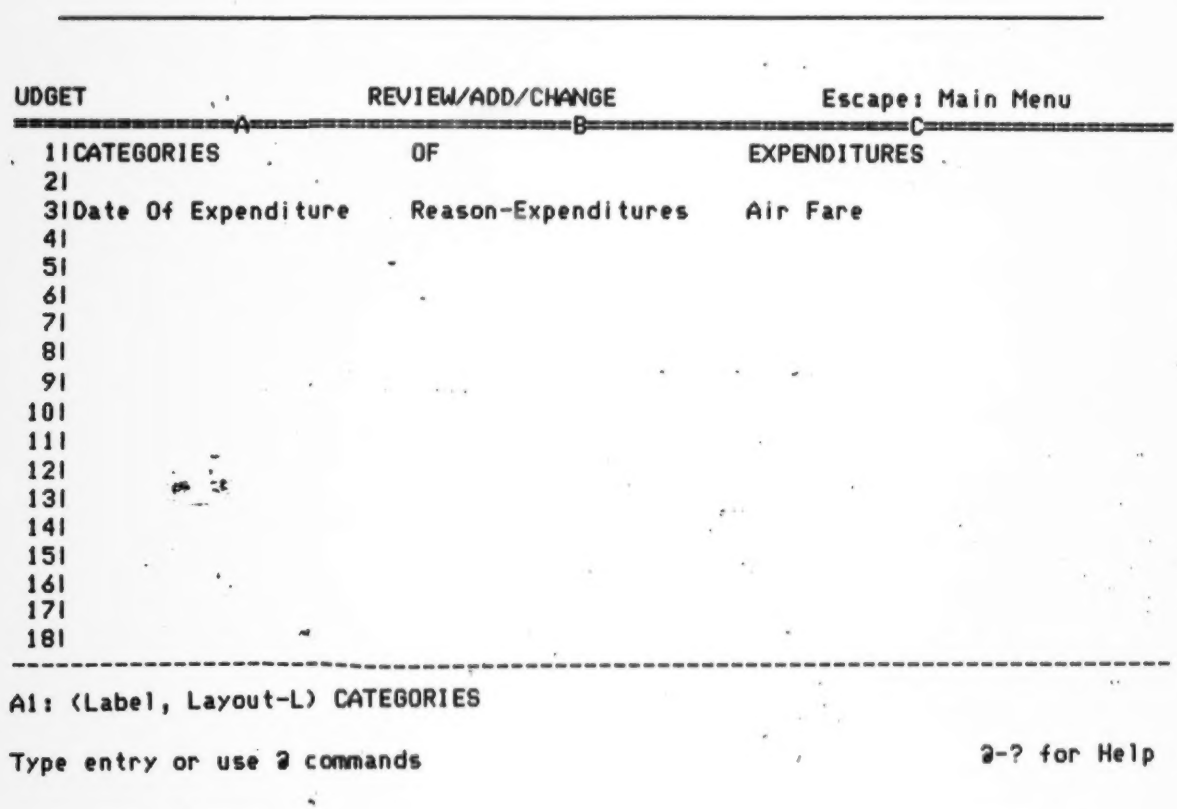

Figure 18. Spreadsheet After Entries Have Been Made In Cells A1, A3, B1, B3, C1, C3.

45. Use the UP-ARROW and LEFT-ARROW keys and move the cursor to cell, "A1."

46. Press the OPEN-APPLE and "L" keys at the same time. The computer monitor screen will now appear like the example shown in Figure 19.

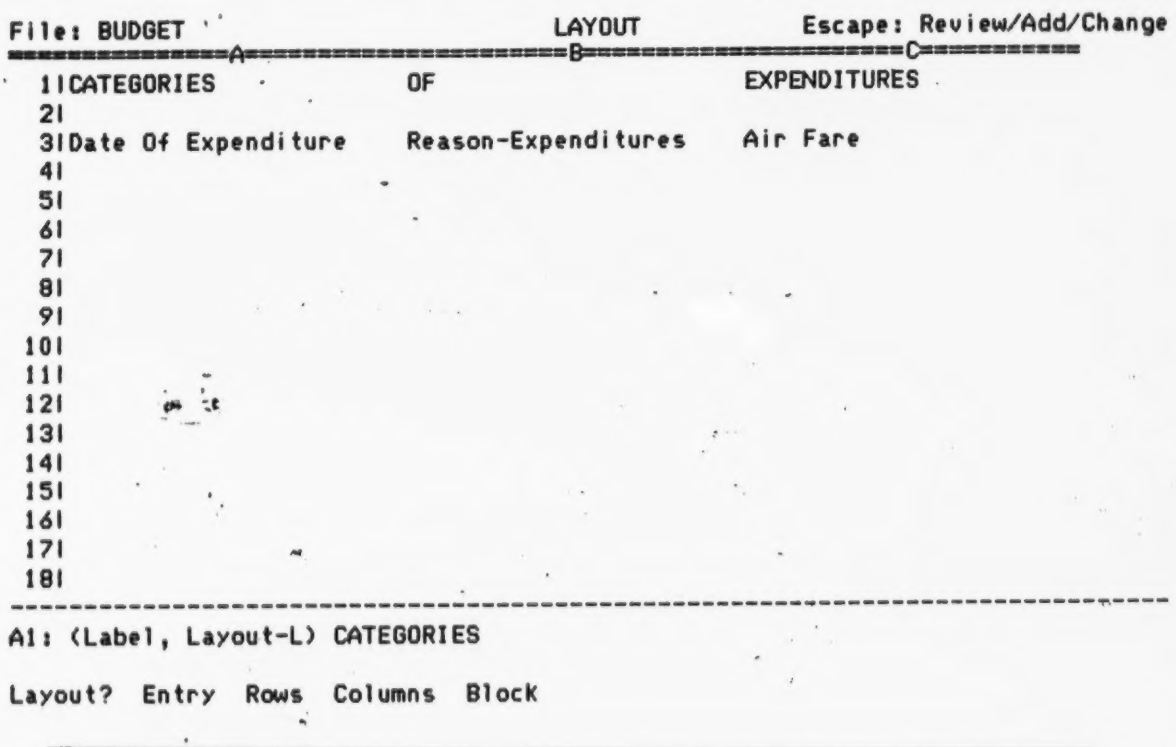

Figure 19. Screen With The Open-Apple-L Option Selected.

47. Press the RIGHT-ARROW key three times to highlight the "Block" option.

48. Press the RETURN key once and then look at Figure 20.

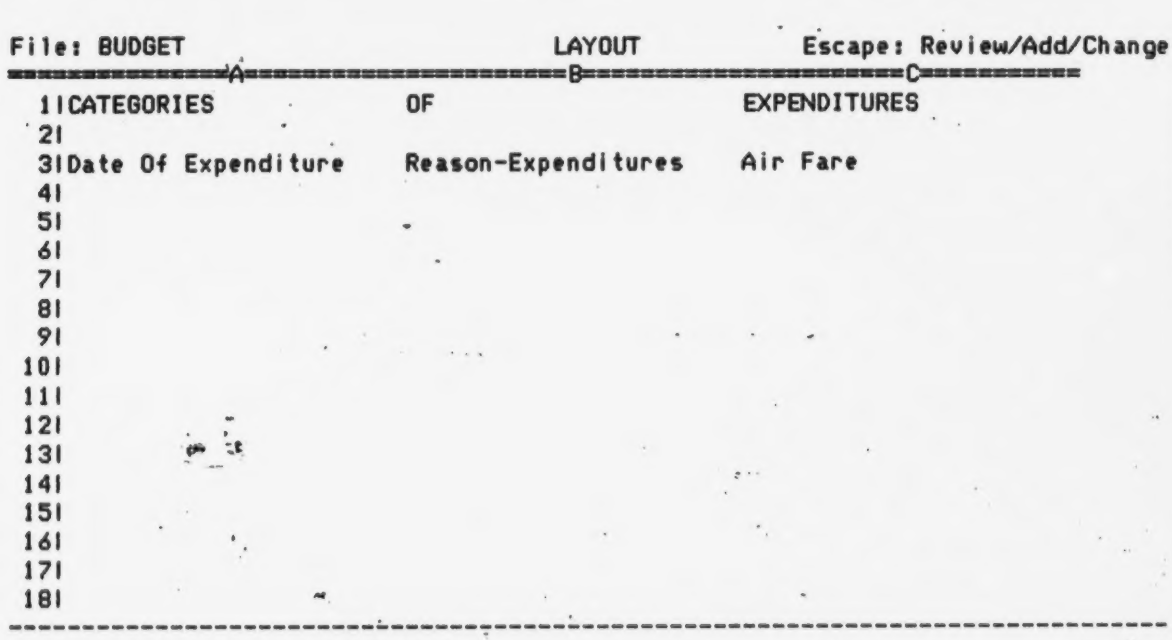

Figure 20. The Monitor Screen After Selecting The "Block" Option.

49. Press the DOWN-ARROW and RIGHT-ARROW keys a sufficient number of times to highlight all cells from "A1" to "A3" and "A1" to "H1."

50. Press the RETURN key once. See Figure 21, your screen should appear like this.

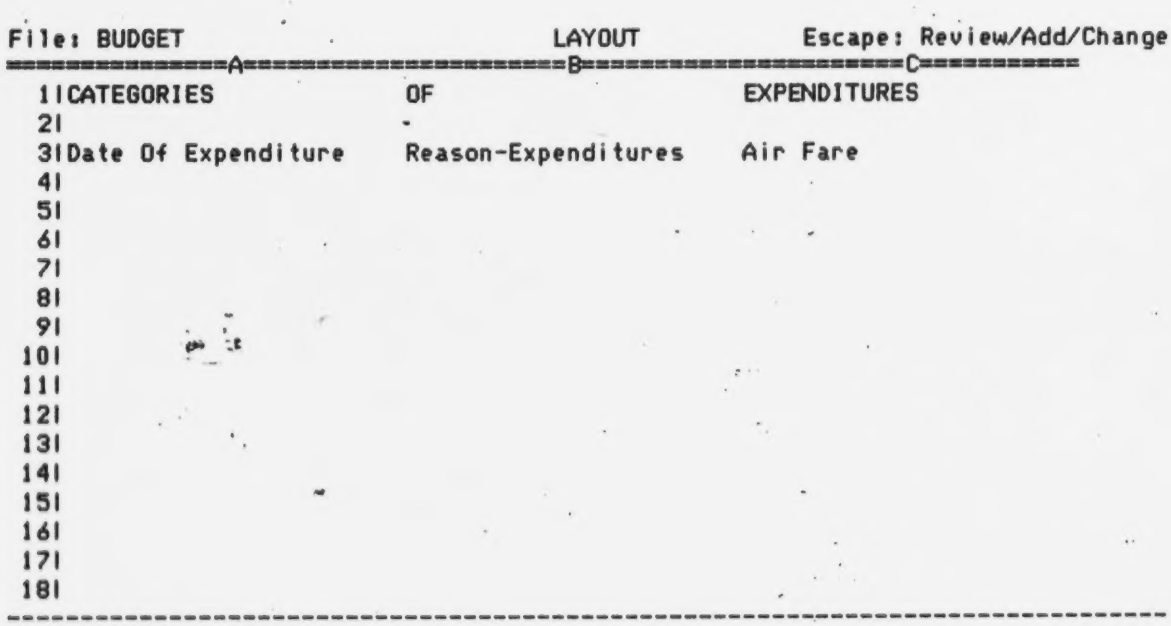

Figure 21. The Monitor Following The Highlighting Operation.

51. Press the RIGHT-ARROW key once and highlight the "Label Format"

52. Press the RETURN key once. This operation should select the "justify operations" shown in Figure 22.

```
File: BUDGET                          LAYOUT              Escape: Review/Add/Change
                    A                       B                       C
 1|CATEGORIES              OF                        EXPENDITURES
 2|
 3|Date Of Expenditure     Reason-Expenditures       Air Fare
 4|
 5|
 6|
 7|
 8|
 9|
10|
11|
12|
13|
14|
15|
16|
17|
18|
--------------------------------------------------------------------------------
C3: (Label) Air Fare

Label format?  Left justify  Right justify  Center  Standard
```

Figure 22. The Screen After Selecting The Justify Options.

53. Press the RIGHT-ARROW key three times to highlight the "Center" option.

54. Press the RETURN key once. Now the screen looks the picture shown in Figue 23.

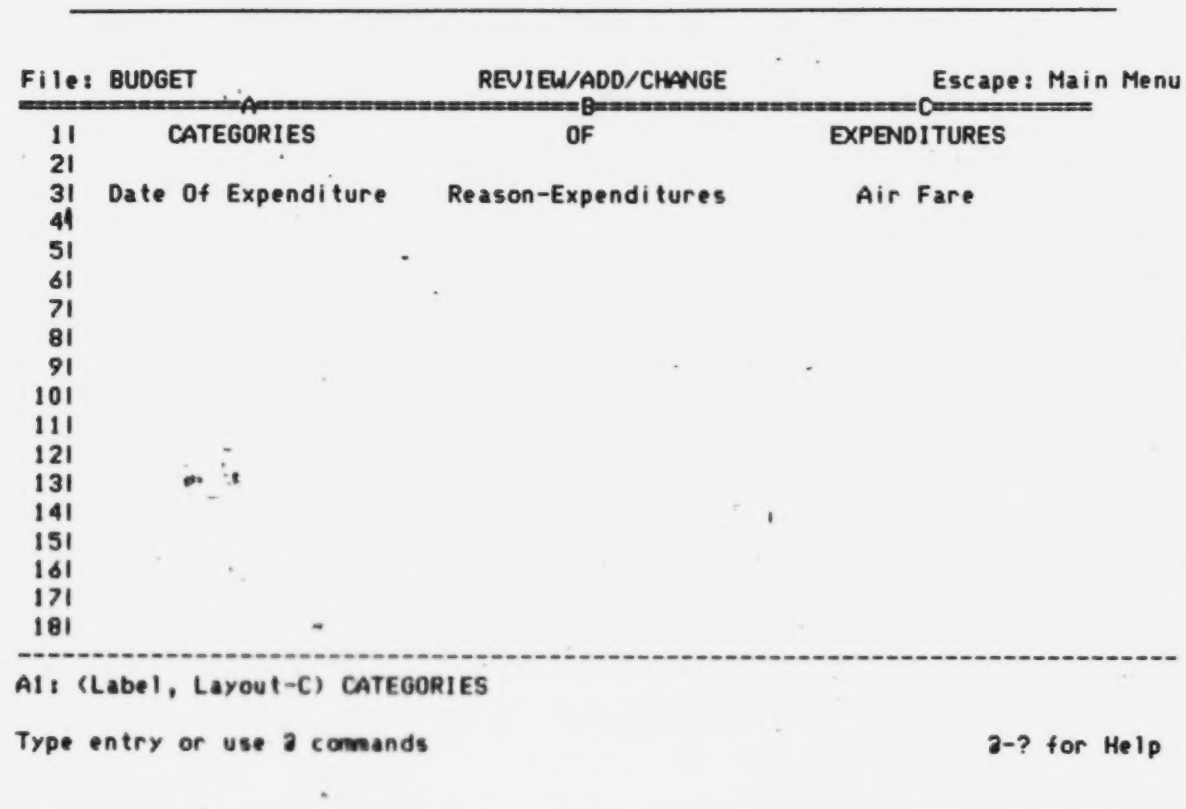

Figure 23. The Computer Screen Following Selection of The Center Option.

55. Complete cells "D3 - H3" as shown in Figures 24 and 25.

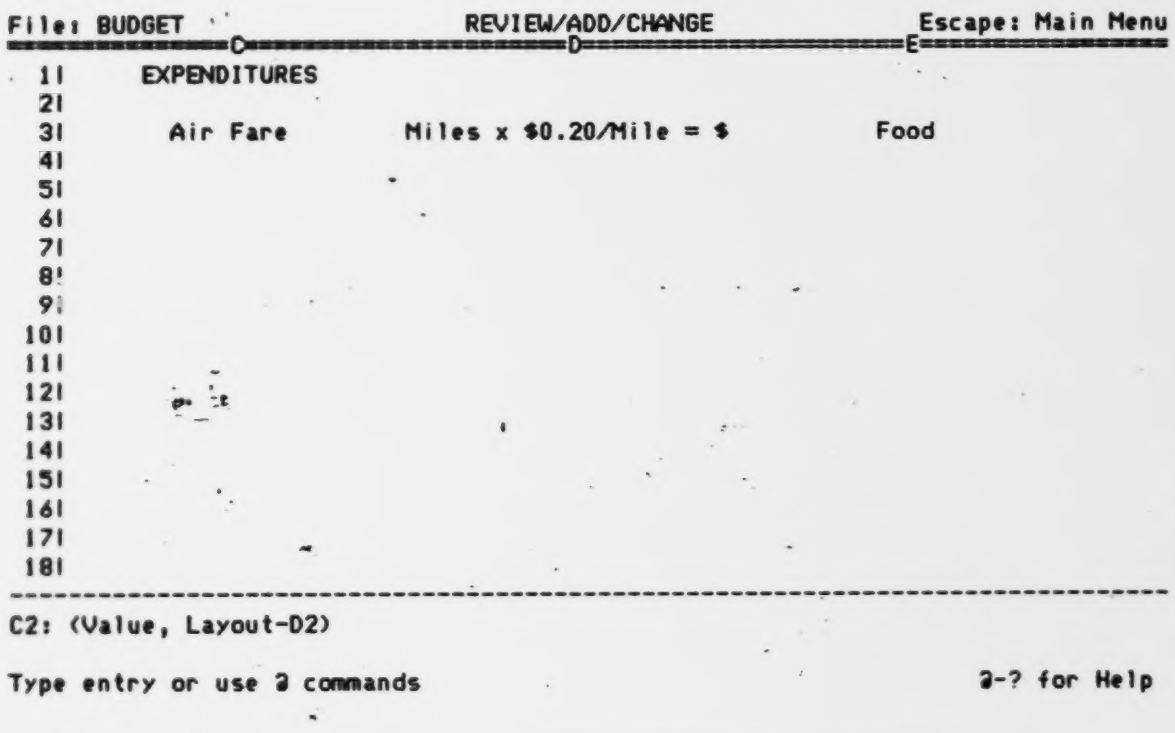

Figure 24. Cells D3 And E3 Completed.

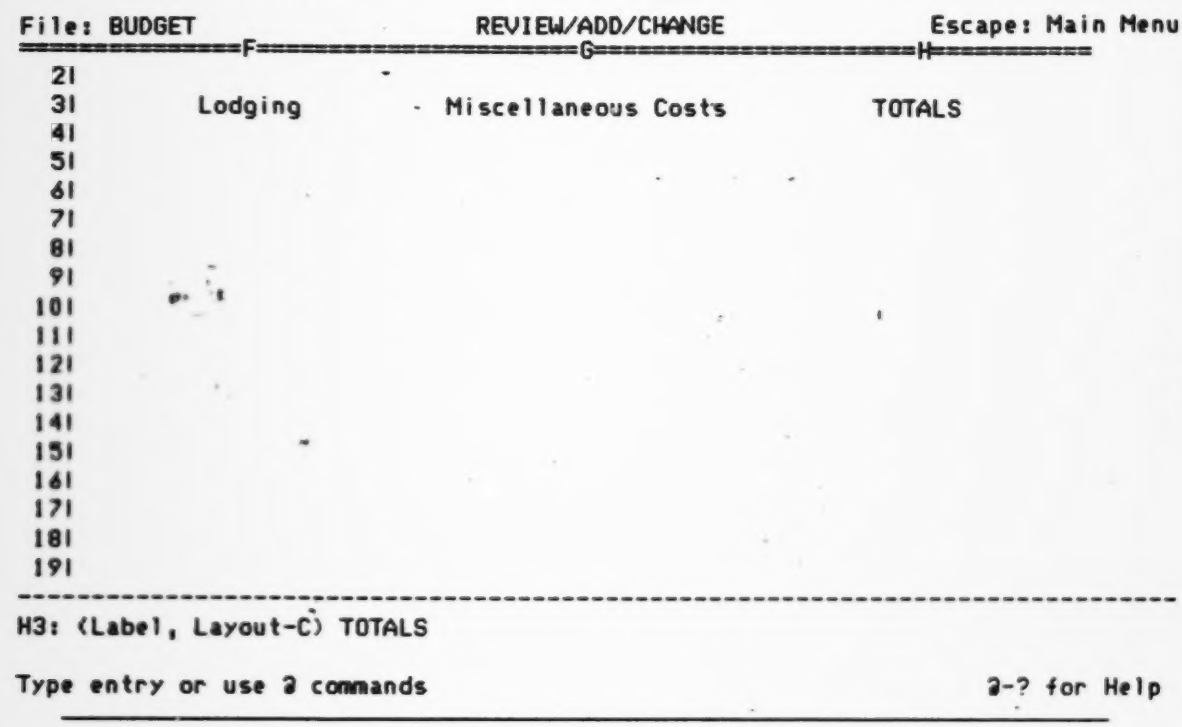

Figure 25. Cells G3 and H3 Completed.

56. Use the ARROW keys and move the cursor to cell "A18."

57. Type "TOTALS" in cell "A18" and press the RETURN key once.

58. Press the OPEN-APPLE and "L" keys at the same time.

59. With the "Entry" option highlighted, press the RETURN key once.

60. Use the RIGHT-ARROW key to highlight the "Label Format" option.

61. Press the RETURN key once. The screen should now look like the picture shown in Figure 26.

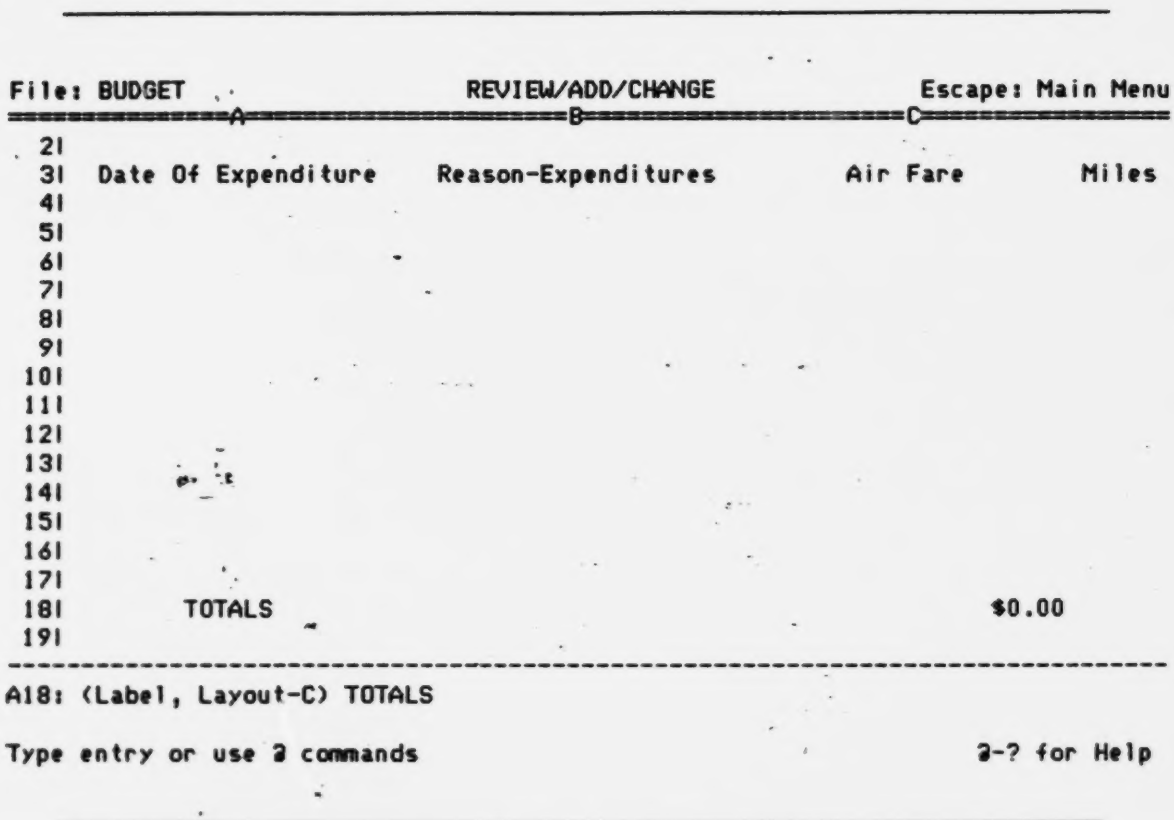

Figure 26. The Monitor Screen With TOTALS Centered In Cell A18.

62. Move the cursor to cell "C18," using the ARROW keys.

63. Place the CAPS LOCK key in the down position.

64. Hold the SHIFT key down and press the "2" key so that a "@" appears at the bottom left corner of the screen.

65. Immediately following the "@," type "SUM."

66. Immediately following "SUM," type "(C4...C17)." Your picture should show, "@SUM(C4...C17)." This sentence tells the computer to add all of the numbers entered in cells "C4" through "C17" and report the sum in of those in cell "C18." See Figure 27.

```
File: BUDGET                          REVIEW/ADD/CHANGE   Escape: Restore former entry
                    A                          B                          C
  2|
  3|  Date Of Expenditure      Reason-Expenditures          Air Fare          Miles
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|        TOTALS                                                      $0.00
 19|
-------------------------------------------------------------------------------
C18: (Value, Layout-D2) 0
Value: @SUM(C4...C17)
Complete the value
```

Figure 27. Summation Formula.

67. Press the RETURN key once and examine Figure 28.

```
File: BUDGET                    REVIEW/ADD/CHANGE              Escape: Main Menu
                    A                    B                          C
 2|
 3|  Date Of Expenditure    Reason-Expenditures          Air Fare        Miles
 4|
 5|
 6|
 7|
 8|
 9|
10|
11|
12|
13|
14|
15|
16|
17|
18|        TOTALS                                                    $0.00
19|
--------------------------------------------------------------------------------
C18: (Value, Layout-D2) @SUM(C4...C17)

Type entry or use @ commands                                    @-? for Help
```

Figure 28. The Screen After The First Summation Formula Has Been Entered By Pressing The Return Key.

68. Move the cursor to the "D18" cell and write a summation formula for this column. If you have written it correctly it should be, "@SUM(D3...D17)."

69. Press the RETURN key once to enter the formula.

70. Press the RIGHT-ARROW key once, moving the cursor to the "E18" cell.

71. Write a formula for cell, "E18," followed by cells "F18 and G18."

72. Move the cursor to cell "H4" using RIGHT-ARROW and UP-ARROW keys.

73. Write a formual for the summation of numbers entered in cells "C4" through "G4." The fomula, correctly written should read, "@SUM(C4...G4)."

74. Press the RETURN key once to enter the formula.

75. Press the DOWN-ARROW key once and move the cursor to cell, "H5."

76. Write a formula for cell, "H5" using the same process you uSed the cell "H4."

77. Enter the cell "H5" formula by pressing the RETURN key once.

78. Repeat the formula writing process for cells, "H6" through "H18." Since numerals have not been entered yet in any of the cells, the screen should appear like picture in Figure 29.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
              F                          G                          H
  2|
  3|       Lodging          Miscellaneous Costs          TOTALS
  4|                                                              $0.00
  5|                                                              $0.00
  6|                                                              $0.00
  7|                                                              $0.00
  8|                                                              $0.00
  9|                                                              $0.00
 10|                                                              $0.00
 11|                                                              $0.00
 12|                                                              $0.00
 13|                                                              $0.00
 14|                                                              $0.00
 15|                                                              $0.00
 16|                                                              $0.00
 17|                                                              $0.00
 18|              $0.00                    $0.00                  $0.00
 19|
--------------------------------------------------------------------------------
H17: (Value, Layout-D2) @SUM(C17...G17)

Type entry or use @ commands                                    @-? for Help
```

Figure 29. The Monitor Screen After Summation Formulas Have Been Written For All "TOTALS" cells.

79. Press the OPEN-APPLE and "Z" keys at the same time to examine the cell formulas you have written and to look for mistakes. See Figures 30 and 31.

File: BUDGET REVIEW/ADD/CHANGE Escape: Main Menu

	F	G	H
2		0	0
3	Lodging	Miscellaneous Costs	TOTALS
4		0	@SUM(C4...G4)
5		0	@SUM(C5...G5)
6		0	@SUM(C6...G6)
7		0	@SUM(C3...G7)
8		0	@SUM(C8...H7)
9		0	@SUM(C9...H9)
10		0	@SUM(C10...G10)
11		0	@SUM(C11...G11)
12		0	@SUM(C12...G12)
13		0	@SUM(C13...G13)
14		0	@SUM(C14...H14)
15		0	@SUM(C15...G15)
16		0	@SUM(C16...G16)
17		0	@SUM(C17...G17)
18	@SUM(F4...F17)	@SUM(G4...G17)	@SUM(C18...G18)
19			

H18: (Value, Layout-D2) @SUM(C18...G18)

Type entry or use @ commands @-? for Help

Figure 30. Cell Summation Formulas.

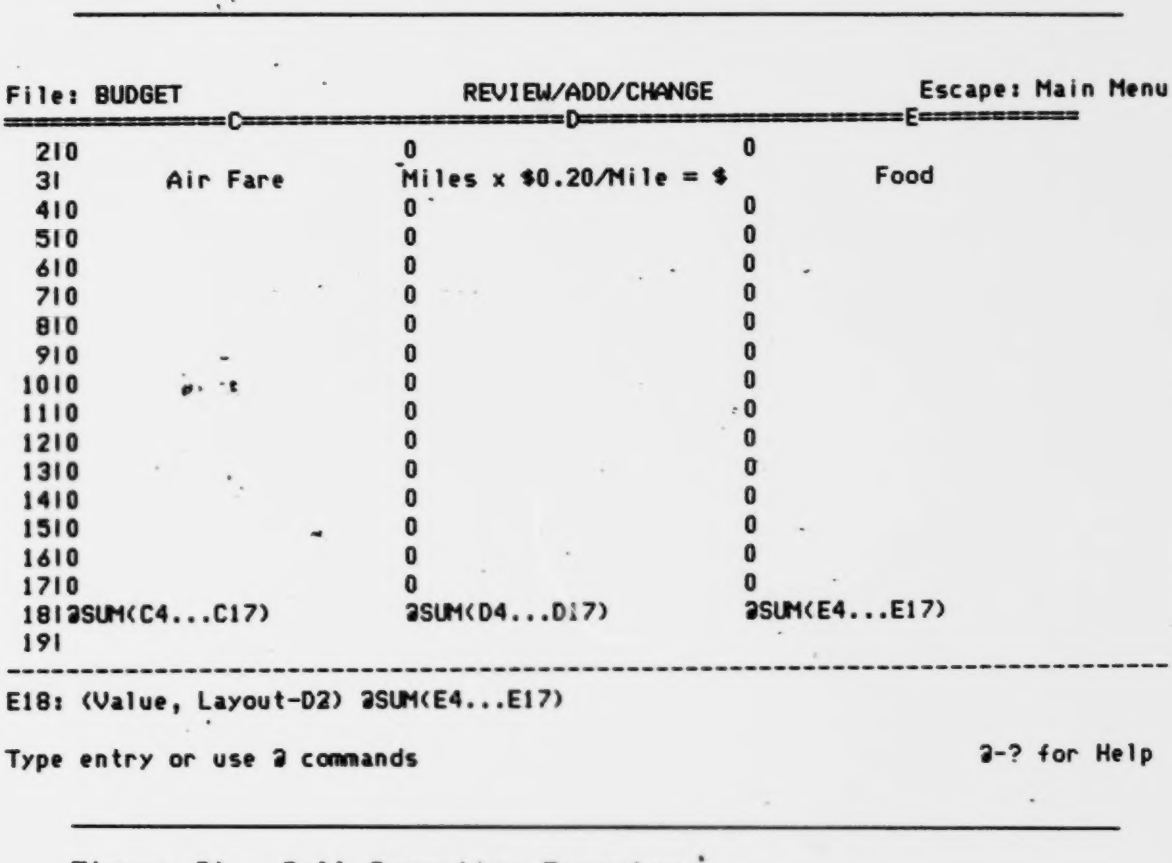

Figure 31. Cell Summation Formulas.

80. Correct mistakes if there are any. Note the mistakes in cells, "C8, C9 and C14."

81. Use the ARROW keys to highlight a cell having an incorrect formula. Then retype the formula, correcting it as you go. Press the RETURN key once to enter the corrected formula anbd proceed.

82. Press the OPEN-APPLE an the "Z" keys to return to the original format.

83. Enter real world data in your file. See Figures 32, 33 and 34.

```
File: BUDGET                    REVIEW/ADD/CHANGE              Escape: Main Menu
                    A                    B                    C
  1|      CATEGORIES                  OF              EXPENDITURES
  2|
  3|  Date Of Expenditure     Reason-Expenditures        Air Fare        Miles
  4|MAY 03, 1988             Trip To Tokyo                 $343.00
  5|JUNE 09, 1988            Local Travel
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|        TOTALS                                         $343.00
--------------------------------------------------------------------------------
A5: (Label) JUNE 09, 1988

Type entry or use 2 commands                                    2-? for Help
```

Figure 32. Spreadsheet Data Entries.

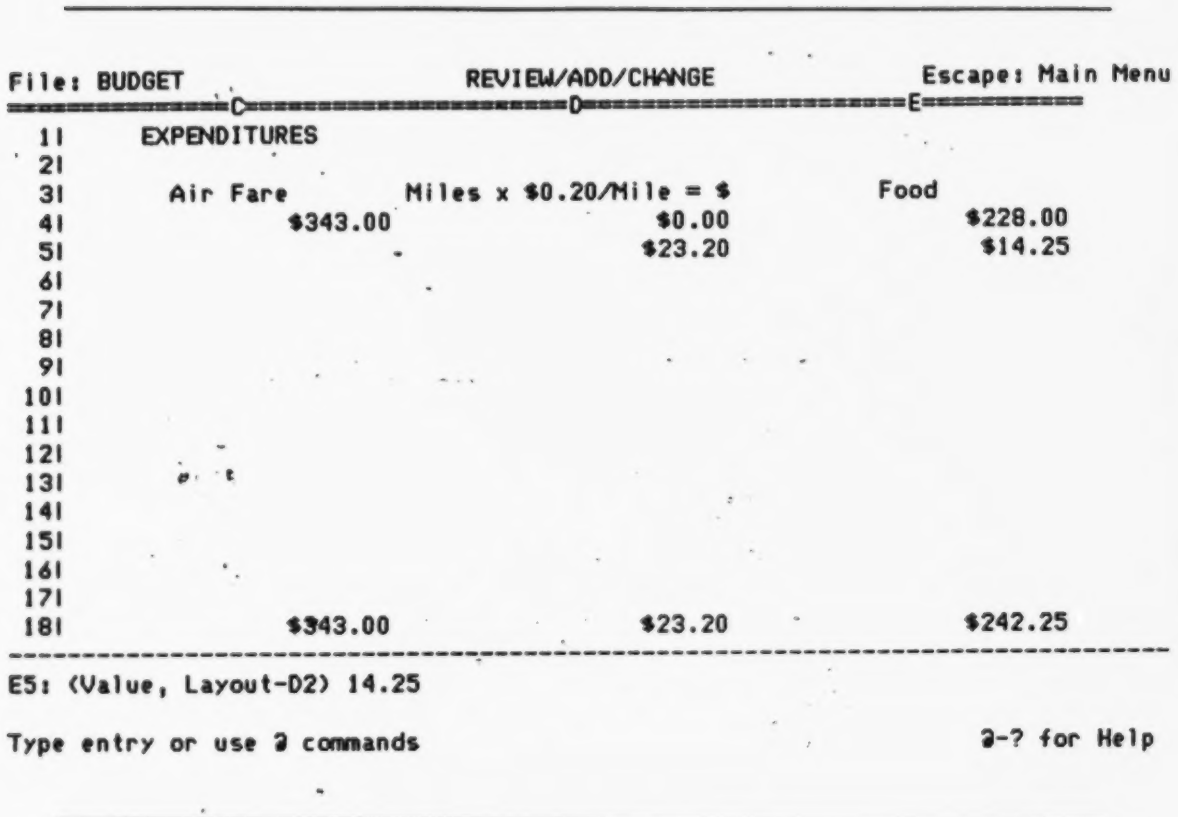

Figure 33. Spreadsheet Data Entries.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
==============F=============================G=========================H==========
  1|
  2|
  3|       Lodging          Miscellaneous Costs          TOTALS
  4|            $500.00                  $25.00          $1,096.00
  5|                                       $3.28             $40.73
  6|                                                         $0.00
  7|                                                         $0.00
  8|                                                         $0.00
  9|                                                         $0.00
 10|                                                         $0.00
 11|                                                         $0.00
 12|                                                         $0.00
 13|                                                         $0.00
 14|                                                         $0.00
 15|                                                         $0.00
 16|                                                         $0.00
 17|                                                         $0.00
 18|            $500.00                  $28.28          $1,136.73
-------------------------------------------------------------------------------
H5: (Value, Layout-D2) @SUM(C5...G5)

Type entry or use @ commands                                  @-? for Help
```

Figure 34. Spreadsheet Data Entries.

84. Press the OPEN-APPLE and "S" keys at the same time to save the data and or the file.